



King County
Department of Development
and Environmental Services
Building Services Division
 900 Oakesdale Avenue Southwest
 Renton, Washington 98055-1219
 206-296-6600 TTY 206-296-7217

SITE PLAN TEMPLATE: Building Services Division Submittal Requirements

Print on legal-size (8 ½ x 14") paper only.

For alternate formats, call 206-296-6600.

DDES BUILDING SERVICES DIVISION TEMPLATE FOR SITE PLANS

Instructions:

Requirements for submitting a Site Plan, also known as a Plot Plan, to the Building Services Division of the Department of Development and Environmental Services (DDES) are:

- **Print the template on the following page onto legal-size (8 ½ by 14 inches) paper.** Legal-size paper is necessary to allow enough room for a Site Plan to be drawn. Do not use letter-size paper or paper larger than 8 ½" x 14".
- On this template, provide the Site Plan to an engineer's scale, with no broken lines.


Please review detailed specifications about Site Plans for building permit applications in DDES Customer Information Bulletin 9, *Obtaining a Residential Building Permit*, and the Site Plan Requirements Handout & Example form.

- Submit the building permit application with three copies of the Site Plan.

The Building Services Division will accept only Site Plans submitted on the DDES template and on legal-size paper. This template, DDES forms, and DDES customer information bulletins are available by mail by calling DDES Customer Service at 206-296-6600 as well as at the DDES Permit Center, 900 Oakesdale Avenue SW, Renton, WA 98055. Forms and bulletins also are available via the DDES Web site at www.metrokc.gov/ddes.

Review of applications will not begin until customers have submitted all materials and fees specified for a complete application. For more information, call the DDES Customer Information Line at 206-296-6600.

Check out the DDES Web site at www.metrokc.gov/ddes

 King County	DDES BUILDING SERVICES DIVISION RESIDENTIAL SITE PLAN APPROVAL	<i>For DDES Staff Use Only</i>	Activity/Project No. _____
Ref: KCC 21A.12.030 Max. Impervious Surface Allowed _____ S.F. Max. Bldg. Height Allowed _____ Ft.		Ref: KCC 21A.12.170 Min. Bldg. Setback from Street _____ Ft. Min. Garage Setback from Street _____ Ft. Min. Bldg. Setback from Interior _____ Ft.	
PERMIT CENTER VALIDATIONS: <input type="checkbox"/> Zoning _____ <input type="checkbox"/> Site Review Not Applicable _____ Validated _____ Login _____ Signature _____ Initial _____ Date ____ / ____ / ____		SITE ENGINEERING AND PLANNING VALIDATIONS: <input type="checkbox"/> General Critical Areas _____ <input type="checkbox"/> Wetland/Streams _____ <input type="checkbox"/> Geotechnical _____ <input type="checkbox"/> Grading _____ Validated _____ Login _____ Signature _____ Initial _____ Date ____ / ____ / ____	
<input type="radio"/> Notice – Historical Landmark <input type="radio"/> Notice – Farm Land Preservation <input type="radio"/> Notice – Fire Sprinklers Required Date _____ <input type="radio"/> Notice – Served by Septic and/or Wells _____		<input type="radio"/> Notice – Special Site Conditions (see attached) <input type="radio"/> Notice – Flood Elevation Certificate Required <input type="radio"/> Notice – Pre-Construction Conference Required <input type="radio"/> Notice – SANT Required	